



Policy: 4661  
Procedure: 4661.03  
Chapter: Community Services  
Rule: Contractor's Incident Reports

Effective: 10/17/06  
Replaces: 4661.04  
Dated: 06/28/06

### Purpose:

An incident report shall be written by any Human Services Contractor employee witnessing or having knowledge of a reportable incident.

### Rules:

1. A reportable incident is defined as any of the following incident types:
  - a. Death;
  - b. Use of restraint or physical force;
  - c. A medical emergency necessitating attention by a physician or a medical facility;
  - d. Sexual activity, allegations of physical or sexual abuse in any form;
  - e. Any unusual or serious incident that may be newsworthy or politically sensitive involving juveniles, personnel, facility, and/or the community;
  - f. Homicidal threats toward others or suicidal ideations;
  - g. Law enforcement contact and/or an arrest;
  - h. Weapons violations;
  - i. Absence Without Authorized Leave (AWOL) or runaway;
  - j. Assault, fighting, or physical aggression;
  - k. Property damage;
  - l. Theft;
  - m. Substance abuse possession or paraphernalia;
  - n. Other criminal activity.
2. Without exception and within two hours of a reportable incident, the **HUMAN SERVICES CONTRACTOR EMPLOYEE** shall make a verbal notification to the ADJC Community Services Division at (602) 542-4157. When making the verbal notification, the following information is required:
  - a. Contractor's name and site location;
  - b. Name of the employee making notification;
  - c. Juvenile's name and K number;
  - d. Parole Officer's/Case Manager's name;
  - e. Date and time of incident;
  - f. A call back telephone number;
  - g. A brief description of incident.
3. The **HUMAN SERVICES CONTRACTOR EMPLOYEE** shall submit a written report to the ADJC Community Services Division, fax number (602)542-4108, and to the Parole Officer/Case Manager of the juvenile within 72 hours, including weekends and holidays. The written report shall include, but not be limited to, the following information:
  - a. Contractor' name and the exact physical location;
  - b. Employee' name completing report;
  - c. Juvenile' name and K number;
  - d. Date, time, and location of incident;
  - e. Parole Officer'/Case Manager' name;
  - f. Description of the incident to include environment, incident and follow-up;
  - g. Any additional information, as requested by ADJC Community Services personnel;
  - h. Human Services Contractor's Supervisor approval and signature.

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